King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security and Use of Force**	
4.01.005 – Searching and Screening at Public Entrances	Approved By:	Director Allen Nance
	Effective Date:	December 24, 2025
	Reviewed By:	PRC, ADA Coordinator
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Purpose
To establish security measures for the safety of all persons and property in and around Department facilities by using a variety of search and screening methods.

Policy
It is the policy of the Department to prevent the introduction of contraband into Department facilities by searching and screening visitors.

References

Department Policies:	1.09.007 - Electronic Communication Devices
	6.01.012 - Accommodating People with Disabilities
Federal:	Americans with Disabilities Act (ADA), Title II
	Americans with Disabilities Act (ADA) Service Animal Requirements
	Americans with Disabilities Act (ADA), Title III
State	RCW 9.41.040
	RCW 9.41.300
Department forms:	Resident Visitor Denial form (F-561)
	Officer's Report (F-627)
	Receipt and Return of Firearm (F-812)

Definitions
Contraband: Any unauthorized item found inside of department facilities, including but not limited to any item that can be used as a weapon or can aid in an escape.
Electronic search device: A device used to screen individuals. This includes, but is not limited to, an X-ray machine, stationary metal detector, and hand-held metal detecting wands.
Face-to-Face visit: A professional visit, where there is no separation by physical barriers.
Hand-carried items: Purses, backpacks, briefcases, suitcases, baby bags, strollers, etc.
Legally Carried Handgun: A handgun carried by a person with their own non-expired Concealed Pistol License or an openly carried handgun by an individual exempt from the parameters of RCW 9.41.040.

Professional Visitors: Law Enforcement, Lawyers and members of the defense team, Court Staff, Social Workers, Court authorized defense experts, Interpreters, Bail Bondsmen, and other visitors who have are visiting for a professional reason.
Service Animals: Any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
Visitor: Any individual (i.e., contractor, volunteer, citizen) who has been granted authorization to be within the secure or non-secure perimeter.
Window visit: A non-contact visit, separated by a security window, consisting of a resident and visitor(s).

A. General Guidelines

1. With the exception of law enforcement officers who are on duty and who have presented their credentials, all individuals entering into the secured perimeter inside of Department facilities shall have their belongings and person searched for contraband by electronic search devices (exceptions shall be made for individuals with certain medical conditions).
2. All hand-carried items entering the jail shall be screened through an X-ray machine. If an item is too large to fit inside of the machine, a uniform staff member shall conduct a physical search of the item.
3. With a supervisors' approval, uniform staff members may require an additional security screening when reasonable suspicion exists that a visitor has a contraband item which was not detected by the electronic screening process.
4. All individuals entering Department facilities, via public entrances, have the right to refuse or withdraw permission to screen their person or belongings. Access shall be denied to the facility when this happens.
5. Unless prior authorization exists, items prohibited in the secure perimeter include, but are not limited to, cell phones, cameras, other electronic devices (including laptops, tablets, etc.) illegal drugs or drug paraphernalia, weapons of any kind (including knives, pepper spray/mace, firearms, tools, and electronic control devices).
   a. Reasonable modifications to these restrictions may be made, in accordance with the Americans with Disabilities Act (ADA), following an individualized, case-by-case assessment.
6. If local law enforcement officers are responding to an emergency call (riot, fight on the public side of visiting, etc.) C2 [redacted].
7. Law enforcement officers working in their official capacities may C2 [redacted] during window visits from the public side. However, at no time shall C2 [redacted] be permitted in face-to-face visits.
8. Uniformed armored car security personnel shall be allowed past the screening area with C2 [redacted]. However, at no time shall C2 [redacted] be allowed in the secured perimeter of the facility.
9. With the exception of law enforcement, all face-to-face visits shall be pre-authorized.
   a. Pre-approved face-to-face visitors shall have the visit scheduled in the Jail Management System (JMS).
      1) The entry in JMS shall include information about the visit's parameters and the timeline of the visit.

2) The face-to-face visit shall be begun and ended in JMS.

11. Professional visitors and staff will follow Department policy 1.09.007 - Electronic Communication Devices.
12. Uniform staff members shall not secure any items for visitors.
13. Items brought into the jail shall be kept to a minimum. Visitors who have excessive hand-carried items shall be given a choice to use the lockers provided in the public area of check in, secure their property outside of the facility, or be denied entry.
14. Persons with a legally carried handgun are required to check and store their handgun in a designated weapons locker upon entering a DAJD secured facility and completing a Receipt and Return of Firearm form (F-812).

B. Procedures

1. Check-In Staff shall verify the identification of all Department personnel, court staff, law enforcement officers, media representatives entering facilities, and approved professional visitors.
2. If a person cannot successfully pass through the stationary metal detector, a Check-In or Visiting Control Staff may use the hand-held metal detecting wand.
3. If a person fails to clear the hand-held metal detecting wand, a pat search may be authorized provided the individual gives permission to be pat searched. Only a staff member of the same gender of the person being searched shall conduct the pat search.
   a. If a pat search is conducted, it shall only be performed on the area of the person's body that has been identified as a source of question.
4. Religious head coverings shall not be removed from visitors during screening or pat search provided the visitor clears the electronic search and screening process. If a visitor wearing a religious head cover fails the electronic search and screening process, the visitor may opt to have their head cover searched in private by uniformed staff of the same gender. In such instances, Check-In or Visiting Control Staff shall contact the sergeant responsible for ITR, who shall identify two uniform staff members to conduct the head covering search. These searches shall not take place inside of the secured perimeter. Uniform staff shall determine an appropriate and private place for the head covering to be removed and searched. At the conclusion of the search, both uniform staff members shall forward a detailed Officer's Report (F-627) or memorandum of the search to include any issues or concerns noted. If the visitor refuses to have their head covering searched in private by uniformed staff, entry shall be denied.
6. Any person who fails the screening process shall be denied access to the facility.

Public Weapon Check-in and Storage

1. Whenever a person attempts to enter the jail facility with a Legally Carried Handgun:
   a. A Check-In or Visiting Control staff member will confirm that the person has their own non-expired Concealed Pistol License and/or valid government issued photo identification (i.e., driver's license, state identification card, military identification, etc.).

b. A Check-In or Visiting staff member shall escort the person with the firearm to the public weapons locker area. Only one firearm escort shall be conducted at a time.
c. A Check-In or Visiting Control staff member will allow the person to place the firearm and all spare ammunition in one of the public gun storage lockers. **Attempting to unload a loaded firearm shall NOT be allowed.**
d. The person securing their firearm shall complete a Receipt and Return of Firearm form when checking in and checking out their firearm.
e. The person may then proceed with the entry screening process.
f. The gun locker key will remain at the Check-in or Visiting Control Post area at all times in possession of the uniform staff members.

2. When a person returns for their firearm, the Check-In or Visiting Control staff member will verify their identity, escort the person to the public gun locker to retrieve their firearm and escort them to the exit door of the facility. The firearm will only be released to the person that checked it in.
3. If the firearm owner has not returned for their weapon by 2200 hours, the firearm will remain secured in the public gun locker until the next business day at which time the Shift Commander will attempt to contact the person who checked in the firearm.
4. If the Shift Commanders are unable to contact the firearm owner within 2 days, the firearm will be turned over to the King County Sheriff's Property Management Unit as per the agreement with the King County Sheriff's Office (KCSO).

C. Refusal of Admittance

1. If a visitor is in possession of contraband, suspected of being under the influence of drugs and/or alcohol, or is being otherwise disruptive, the Check-In or Visiting Control staff member shall:
   a. Deny entry.
   b. Contact the sergeant responsible for ITR.
   c. Complete an Officer's Report (F-627) or memorandum as directed.
2. If a visitor is denied facility access, a Customer Service Specialist III/Corrections Technician (CSS III/CT) shall complete a Resident Visitor Denial form (F-561). Written notice shall be provided to the resident that a visitor attempted to visit.
3. If a visitor is believed to have committed a criminal violation, Department personnel shall:
   a. Contact the sergeant responsible for ITR, who shall determine if law enforcement will be contacted, or if additional investigation is necessary.
   b. Assist law enforcement agencies with their investigations.
   c. Forward any contraband to the Special Investigations Unit.

D. Testing and Inspection of Electronic Search Devices

1. Testing electronic search devices shall occur at the start of each shift and shall be documented in the JMS shift log.
2. If the stationary metal detector is deemed inoperable, uniform staff members shall use the hand-held metal detecting wand to screen visitors.
3. The X-ray machine shall be inspected daily for normal operation. If the X-ray machine is deemed inoperable, screening shall be conducted by physically searching each hand-carried item.

4. When electronic search devices are inoperable, uniform staff members shall notify the sergeant responsible for ITR and the Maintenance and Supply Unit.

E. Training and Certification of Uniformed Department Personnel

1. Weapons qualified officers and sergeants shall be trained in the use of electronic search devices.
2. Training shall be provided by a qualified Department instructor, outside vendor, or the manufacturer.

F. Service Animals

1. Only dogs and miniature horses are recognized as service animals, unless an exception has been pre-approved by the ADA Coordinator.
2. Service animals shall be allowed into Department facilities unless:
   a. The animal is out of control and the handler does not take effective action to control it.
   b. The animal is not housebroken.
3. When it is not obvious what service an animal provides, only limited inquiries shall be allowed:
   a. Is the animal a service animal required because of a disability; and
   b. What work or task has the animal been trained to perform?
   c. Staff shall not ask about the person's disability, require medical documentation, a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.